



**THOMAS L. GARTHWAITE, M.D.**  
Director and Chief Medical Officer

**FRED LEAF**  
Chief Operating Officer

COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
313 N. Figueroa, Los Angeles, CA 90012

(213) 240-8101

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June 17, 2003

TO: Each Supervisor

FROM: Thomas L. Garthwaite, M.D.   
Director and Chief Medical Officer

SUBJECT: **DEPARTMENTAL COMPLIANCE TO THE COUNTY'S EMPLOYEE  
PERFORMANCE EVALUATION POLICY**

This is in response to your inquiry relative to the Department of Health Services' compliance with the County's Employee Performance Evaluation policy. The Department has not reached 100% compliance for several reasons, including day to day unanticipated priorities, and an apparent culturally pervasive attitude among some managers that performance evaluations are not important.

I will ensure, however, that the Department becomes fully compliant with Civil Service Rules, and expect full compliance to be achieved by December 31, 2003. Following are actions that are being taken to ensure that this occurs:

- An April 1, 2003 memorandum was issued by Fred Leaf, Chief Operating Officer, to DHS executive managers regarding the County's timeliness performance standards for performance evaluations, as well as Appraisals of Promotability (Attached).
- The Department is in the process of implementing an enhanced electronic monitoring system and will include unannounced audits to monitor compliance.
- The Director of the Department's newly consolidated Human Resources office has been instructed to advise the facility Chief Executive Officers and Public Health Director to cite executive managers, for areas under their purview, that are not in full compliance with the County's Employee Performance Evaluation policy. Non-compliance will be addressed in their performance ratings and in accordance with the Civil Service Rules and disciplinary process. The Chief Operating Officer will cite his immediate subordinates and I will cite mine.

Each Supervisor  
June 24, 2003  
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If you have any questions or need additional information, please let me know.

TLG:sps  
305:012

Attachment

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisor  
Michael Henry, Department of Human Resources



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Director and Chief Medical Officer

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Chief Operating Officer

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April 1, 2003

TO: Hugo Almeida  
Melinda Anderson  
Beryl Brooks  
Charles Canales  
Carolyn Clark  
Consuelo Diaz  
Ernest Espinoza  
Jonathan Fielding, MD, MPH  
Harry Furuya  
Carol Gunter  
Jeffrey Guterman, MD  
Sachi Hamai  
Joseph Keys  
Willie T. May  
Gretchen McGinley  
Tecla Mickoseff  
Susan Montenegro  
Tobi Moree-White  
Robert Navarro  
Miguel Ortiz-Marroquin  
Elaine Palialogos  
Dave Runkc  
John Schunhoff  
John Wallace  
Janet Walters  
Gary Wells

FROM: Fred Leaf  
Chief Operating Officer

SUBJECT: TIMELINESS PERFORMANCE STANDARD FOR COMPLETION OF  
PERFORMANCE EVALUATIONS (PE) AND APPRAISALS OF  
PROMOTABILITY (AP): UPDATE

This is a redistribution of the February 1, 2000 and April 1, 2001 reminder to follow the standard of timely completion of Performance Evaluations (PE) and Appraisals of Promotability (AP). The timeliness standard applies to all persons who sign, at any level, another employee's PE or AP. Effective July 24, 2001, the Board of Supervisors instructed all County Department Heads to report on the completion rate of PEs.

Regarding PEs, all probationers (first time and promotional) shall receive an interim PE by the end of the third month, and before the end of the sixth month. In addition, permanent employees must receive annual PEs. This is in compliance with Civil Service Rule 20.02 of the County Code.

Hugo Almeida, et al  
April 1, 2003  
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Regarding APs, all DHS Human Resources Offices are expected to distribute APs in a timely manner to expeditiously complete examinations. The AP must be returned to the Human Resources office, by the work site, no more than thirty (30) days from the date of mailing of the AP to the work site.

Failure to follow the timeliness standard for APs and PEs damages employee morale and impedes career advancement. Also, lack of adherence is inexcusably and repeatedly harmful to the Department and costly to the County in its 1) investigation of worker's compensation and discipline cases, 2) presentations on cases before the Los Angeles County Employee Relations and Civil Service Commissions, and 3) court trials. This includes, but is not limited to, matters of appeals, discrimination charges, and disciplinary actions (i.e., warnings, reprimands, suspensions, reductions and discharges).

Failure to follow the timeliness standard of PEs and APs may subject the responsible person(s) to discipline. (See "EMPLOYEE EVALUATION and DISCIPLINE GUIDELINES - APRIL 1999," pp. 3-12 GUIDELINES FOR PERFORMANCE EVALUATION; pp. 16-19, APPRAISAL OF PROMOTABILITY, p. 37, E. JOB PERFORMANCE, 9. Failure to carry out supervisory duties...promptly.")

Annual PEs shall be completed by the last date of the month based upon the last digit of the employee number (i.e., 0 = March; 1 = April; 2 = May; 3 = July; 4 = August; 5 = September; 6 = October; 7 = November; 8 = January; and 9 = February). All MAP annual performance evaluations are to be completed by September 30. It is the responsibility of each supervisor to keep track of this information and complete PEs accordingly.

If you have any questions, please contact Rene Topalian, Acting Director, DHS Human Resources at (323) 869-7133.

FL:cb  
ohrmdata/eppe.std

c: Thomas L. Garthwaite, MD  
DHS Employees